

INFORMATION AND COMMUNICATION SERVICES NIH - TASK ORDER

RFTOP# 120 TITLE: VISION Public Information Network

PART I - REQUEST FOR TASK ORDER PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

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Fax (301) 435-6101

Proposal Address:

6011 Executive Blvd. Rm 529S

Rockville, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH

Bldg 31, Room B1B39

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: One year (1) from award with possible non-competitive extension at the option of the NIH.

C. PRICING METHOD: Cost plus fixed fee - Firm should provide a single Estimated price for the Public Information Network outlined below. Price will be a factor in the determination of the firm that is selected for award.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted by e-mail to the above POC. Proposals should not exceed 15 pages. Please enter in the subject line the following text, "RFTOP #120 – Proposal submitted by _____." A signed task order form (last page of the RFTOP) should also be faxed to 301-435-6101 or attached electronically.

E. RESPONSE DUE DATE: April 18, 2003 at 12:00 p.m. (noon).

F. TASK DESCRIPTION:

The purpose of this task is to provide programmatic and promotional support to the VISION Public Information Network activities of the NEI. This includes planning programs and facilitation at annual Network meeting; managing, enhancing, and monitoring a Network website; developing and implementing a communication plan for facilitating interaction with NEI grantees; assisting with the coordination of the dissemination of NEI clinical trial results; assessing the value of the Network to key constituents; providing guidance on mechanisms to enhance NEI, NIH, and HHS visibility among outside groups and organizations; and other special projects.

For information on the VISION Public Information Network visit the NEI website at www.visionnetwork.nei.nih.gov/

Tasks may include the following:

- Assistance in the management and operation of the VISION Public Information Network including: planning and organizing an annual meeting; working with Network subcommittees to develop the annual program and collaborative programs; promotion of the Network and annual meeting to key constituents; and developing a survey to assess the value of the Network to key constituents.
- Management, maintenance, and enhancements to the VISION Public Information Network LISTSERV and website.
- Development of strategies for enhancing communications between NEI and grantees.
- Recommendations for enhancing NEI/NIH and HHS visibility to select constituent's organizations.
- Assistance with the dissemination of NEI clinical trials dissemination to Network members and the local media.

G. EVALUATION FACTORS

Technical Approach (40%) Contractors must demonstrate a thorough understanding of the task order requirements and experience with program development and management. This includes creative and innovative approaches, and the assignment of tasks to experienced personnel. The proposal will be evaluated according to the soundness, practicality, and feasibility of the written description.

Staffing and Management (30%) Contractors must demonstrate experience of key personnel experienced in supporting the management and coordination of the diverse activities described in the task order. Contractors must provide a staffing plan, including proposed labor hours, and a management plan that describes the contractor's approach to managing work and subcontract management, if applicable. As part of the staffing and management plans, the contractor shall demonstrate the program management experience and skills of each of the individuals proposed for the task order.

Management Experience (20%) Contractor must demonstrate corporate management experience related to the work described in this task order. No more than five relevant projects demonstrating this experience should be provided.

Cost (10%) While price is not the most important evaluation factor, costs will be considered in determining the firm that represents the best value to the government.

TO3 NICS# 120

TITLE: VISION PUBLIC INFORMATION NETWORK

PART II - CONTRACTOR'S REPLY:

CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: Cost plus fixed fee

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: _____
FAX # Signature - Project Officer Date

APPROVED: _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL
OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: _____
Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator Date